



Data Management Plans for staff at UiO

Everyone that works with research data at UiO shall have a data management plan (DMP). This is in line with the UiO's Research Data Management policy and guidelines. A DMP is a document that describes how research data should be managed throughout the research project as well as after the project is complete. In other words, the DMP should contain details about what kind of data will be collected, how it will be collected, what it will be used for in the project, and a description about how the data will be managed throughout the life of the project. The following questions will guide you through the entire lifecycle of research data in a typical research project.

General Information

Title and Project Number:
Part of a larger research project? Main Project Title and Project Number:
Data Management Plan Owner (name):
Project Leader and Participants:
Affiliated Faculty and Institute:
Collaborating Institutions:
Project Description (brief):
Project Period:
Source of Financing:
Data Management Plan Version and Date:

Description and Collection of Research Data

What kind of data will be collected or generated? (link to the new definition)
How will the data be collected?

Storage and Security

UiO has developed a guide for storing data that applies to everything from open to restricted data and provides information about how it can best be stored during a research project.

[The guide can be found here](#). You can also find a list of recommended storage solutions for each type of data [here](#). For projects that require collaboration with other institutions, you should decide if all of the data needs be stored in the same place and if so, determine which solution provides an adequate level of security and access for all participants.

Where will data be stored?

Access

It is important to think about how you can safely share data with other participants during the project regardless of their affiliation.

Who will need access to the data during the research project?

How will access to the data be controlled?
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Who is responsible for controlling access?
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Organization and Metadata – Documentation of Data and Data Quality

Regardless of whether or not you will share your data in the future, it is important that your data is well organized, well documented, and have registered metadata. Some research fields have well-established metadata standards and some do not have any standards at all. You can read more about metadata standards [here](#).

Describe routines for how data will be documented during the project
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Will you use an existing metadata standard? If yes, which standard?

Legal and Ethical Considerations

How will you ensure that data management is conducted in accordance with legal requirements regarding privacy, confidentiality, and intellectual property rights? Read more here .
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It is always important to think ethics in relation to both the collection and sharing of data. How will you ensure that data management is conducted ethically? Read more about research ethics here .
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Have you considered licensing your data for reuse? If yes, what license will you use? [Read more about licenses here.](#)

Archiving and Sharing

UiOs policy follows the “open as standard” principle when it comes to research data. If your research data has archival value, then you should decide early in the project where you will archive your data to make it available to other researchers. If you cannot openly share your data (e.g. for legal or ethical reasons), then you should find an archive that can provide restricted access to the data or permits sharing the dataset’s metadata and documentation to enable discovery of the dataset. [Read more about archiving data here.](#)

Which archive are you planning to use to archive your research data?

Can your data be shared openly or should access be restricted? To what degree can you share your data?

Responsibility and Resources

At the beginning of the project, it is important that you identify everyone’s role in the project, their responsibilities, and how many resources you require to avoid any data loss or expensive surprises during the project.

Who has ultimate responsibility for managing research data during the project period?

Who has responsibility for managing and archiving the data after the project ends?

Which resources (costs, FTEs, or others) are required for data management in your project? This can include data storage, backups, access to and services related to long-term storage or archiving, and more.

What resource are needed while the project is active?